

**DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
CONNECTICUT CAREERS TRAINEE – TARGET CLASS OF CONTRACT ANALYST
Procurement Division**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates who possess a Bachelor's Degree or Candidates who possess a Master's Degree in a related field.

Location: 165 Capitol Avenue, Hartford, Connecticut

Job Posting Nos: **00003445 and 00103141**

Hours: 40 Hour Work Week

Salary: Bachelor's Degree \$43,353 annually or Master's Degree \$44,920 annually

Closing Date: **December 13, 2013**

The Department of Administrative Services, Procurement Division is seeking highly motivated; detail oriented, enthusiastic candidates who displays communication and organizational skills, as well as business, analytical and technology skills. The successful candidates will be trained to effectively learn government contracting processes and strategic techniques including cost reduction techniques, pricing and cost analysis, contract negotiations, evaluating product and service specifications, and other procurement functions.

Eligibility Requirement: Candidates must have a 4 year Bachelor's Degree or a Master's Degree.

Examples of Duties: Performs a range of procurement duties in such areas as product and service specification development; customer service delivery; marketing; contracting-negotiations; contracting – administration; project management; problem solving; utilization of technology; ensures team success through motivation; support, training and feedback; makes and follows up on work assignments; assists in evaluation of individual and team performance; works closely with other teams to ensure success; may lead day-to-day support team activities to ensure customer objectives are met or exceeded with highest quality service; performs related duties as required.

Preferred Skills and Abilities: Knowledge of the principles and practices of marketing; ability to manage and track multiple tasks/projects concurrently; skill in communicating logically and accurately in oral and written forms; ability to establish and maintain harmonious and cooperative relationships with supervisors, co-workers, vendors and the general public; ability to exercise wisdom and accept personal responsibility; attention to detail; ability to learn state and federal procurement laws and regulations; knowledge of Microsoft products, such as Excel, and Word; ability to communicate on a one-to-one basis or before groups to provide or obtain information; ability to research and compare product quality performance and options with the requirements of government

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Note: Only 1 application package is necessary for both Job Posting Numbers.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Examination or Employment (CT-HR-12) and the last 2 performance appraisals if a current State employee to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
165 Capitol Avenue, 5th Floor East
Hartford, CT 06108
Attn: Eileen Morin
Or
FAX to: 860-622-2834**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.